Form for closure of purchase order

Data required from site/engineers:							
PO no.:	86894	PO date:	30/3/22	Req. no.:	193011	Advice Scan ID	
MRN nos. related to PO							

☐	Part material received.
☐	Full material received.
☑	Material not received.
☐	Close PO – Balance material will be re-ordered by new requisition.
☑	Cancel PO. Material not required.
☐	Cancel PO. Material will be re-ordered by new requisition.
☐	Keep PO open. Material required.
☐	Keep PO open. Work under progress.

Remarks by engineer: Material not received. cancel the PO.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
A. Janaki	AJ	~~30/3~~ 6/5/22	M. Ramprasad	[signature]	6/5/22

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☑	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants:

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Rajyalakshmi		12/5/22			

Advice by MD - action to be taken by purchase:

☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☐	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Cancel

Remarks:

Prepared by	Sign	Date

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 06-05-2022 17:00:51 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Sri Sai Rohith Marketing Company	**Doc No**	86894	193011
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc Date**	30-03-2022	
	Quote No	Nil	
GSTIN 36AMHPC9678H1ZM	**Quote Date**	28-03-2022	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2226 - Carpentry - wood - Plywood - 12mm - sft *8'X4' 6Nos*	192.00	68.00	0.00	18.00	15,406.08
					Total Order Value . . .	**15,406.08**

Rupees : Fifteen Thousand Four Hundred Six and Paise Eight Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Hardwood plywood, Laminate is greenlam
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Damage is in suppliers account, Above order for A Block drive way work,purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Rohith Marketing Company***

Name : ____________________ Name : ____________________ Date : __/__/____

Purchase Order

 31-03-2022 11:46:27 Or

86894
16.03.22 2:13:37

From Company :	**Modi Reality Mallapur LLP** 5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad. G S T No. : 36AAEFM1459R1ZP

Supplier Details			
Sri Sai Rohith Marketing Company	**Doc No**	86894	193011
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc Date**	30-03-2022	
	Quote No	Nil	
GSTIN 36AMHPC9678H1ZM	**Quote Date**	28-03-2022	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

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Tax	All taxes included in above price.
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Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Damage is in suppliers account, Above order for A Block drive way work,purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Sri Sai Rohith Marketing Company***

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	28.03.22
Site & Phase :	GULMOHAR RESIDENCY	Time:	11:00
Supplier		Req. No.	193011
Material required before date:	30.03.22	ID No.	75068

No	Description	Size	Quantity	Units	Inward No	Date
1.	Ply wood (12mm)	8'x4'	6	No's		
2.	86894					
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: For ramp shuttering work purpose at GMR site .

Prepared By	Madhan	Approved by	Ram prasad
Sign.& Date	28.03.22	Sign. & Date	

Note:

APPROVED BY
28 MAR 2022
M. RAM PRASAD
PROJECT MANAGER

APPROVED
30 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Srisai Rohit